Pregnancy Maintenance Initiative (PMI) 2016-2017 (FY17 Auto Copy)

Date Generated: 02/15/2018
Wyandotte Pregnancy Clinic
Period: 07/01/2016 - 06/30/2017
Filter(s): Wyandotte Pregnancy Clinic;

A - Administration and Management

A.1 - Capacity building and accountability

Start Date:

End Date:

Attachments: 501c3 pdf.pdf; WPC org chart - PMI.xlsx

Attach proof of Non-Profit Status (501(c)(3))

Did you attach your Non-Profit Status (501(c)(3))?: Yes

List your PMI Program staff names, positions and email addresses (Note the staff member who is the Primary Point of Contact): Name Position email address
Geraldine Jones Counselor/Volunteer Coordinator office@wpcnetwork.org
Leslie Bosslet Counselor/Volunteer Coordinator volunteer@wpcnetwork.org
Cathryn Brown Counselor jschnitker@wpcnetwork.org
Christy Vandeputte Accounts Payable cvanderputte@wpcnetwork.org
Amanda Rodriguez, LMSW Resource Manager resource@wpcnetwork.org
Mary Gliserman Executive Director mgliserman@wpcnetwork.org primary contact
Cindy Smith Sonographer sono@wpcnetwork.org
Sylvia Eker Data base manager seker@wpcnetwork.org

Summarize your staff management plan to include verification of staff licensure, documentation of mandated training, performance appraisal process and professional development plan.: Staff Management Plan:
New Staff Orientation:
Study literature and client files to understand demographic and life situations of clients.
Complete self-paced training requirements which include counseling, documentation and listening skills.
Watch videos used to educate clients on prenatal, parenting, and life skills.
Meet with Resource Manager (licensed case manager) to better understand that role.
Observe and shadow phone calls and client visits until ready to become a lay counselor.
Two weeks working and being observed or until ready to on lay counsel alone.

Performance Appraisal
End of first week do verbal review
End of First Month do verbal review
End of 90 days do written review
End of First 6 months do written review
End of First year do written review
Staff is then reviewed when necessary or on yearly basis at this point.

Professional Development Plan
Self-paced training ongoing basis with in-house materials.
Staff training on special topics done on weekly basis.
Attend community workshops by partnering organizations to enhance knowledge.
Attend conferences pertaining to pregnancy maintenance.

A current copy of the license is kept on file for each licensed staff member.

Attach an Agency Organizational Chart

Did you attach an Agency Organizational Chart that clearly identifies where the PMI section falls within the agency and the staff associated?: Yes

A.1.1 - Build internal capacity

Start Date:

End Date:

Attachments:

> **A.1.1.1** - Attend annual meeting/training provided by KDHE
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> **Start Date:**
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> **End Date:**
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> **Attachments:**
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> **A.1.1.2** - Provide orientation and training of new staff
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> **Start Date:**
>
> **End Date:**
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> **Attachments:**
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> **Describe your process for orienting and training staff new to the PMI program.:**
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> **A.1.1.3** - Develop a method for recruiting selecting, and training staff
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> **Start Date:**
>
> **End Date:**
>
> **Attachments:**

A.1.2 - Communicate and coordinate local work with State staff

Start Date:

End Date:

Attachments:

> **A.1.2.1** - Submit Financial Status Report and Client Demographic Summary quarterly
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> **Start Date:**
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> **End Date:**
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> **Attachments:**
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> **A.1.2.2** - Submit Quarterly Progress Report
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> **Start Date:**
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> **End Date:**
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> **Attachments:**
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> **A.1.2.3** - Participate in site visits and technical assistance calls as requested by the State
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> **Start Date:**
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> **End Date:**
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> **Attachments:**

A.2 - Program evaluation
Start Date:
End Date:
Attachments: Completed Satisfaction PMI.pdf
Summarize your program evaluation methods to include how you will expand services to meet community needs.: Our annual goal is to serve 100 PMI clients. We use the forms provided in the PMMI Manual by KDHE to collect data. We continually work to expand our outreach to the community. We conduct our marketing via Facebook, two websites, billboards, Every Door Direct Marketing, Yellow Pages, churches, etc. Mid-year in 2014 a local Kansas City, Ks abortion clinic closed as did a local Kansas City, Ks pregnancy clinic. We are now the only pregnancy clinic located in Wyandotte County. We aggressively marketed to the community when these closings occurred. As a result, we have experienced significant growth and our client workloads have double and tripled over previous year periods. We use evidence-based methods to evaluate our program. We are using DAISEY and our PMI client database for tracking who we are reaching demographically, and quantifying client activities and results. For example, using the forms from the PMI manual, we track that the client has established a doctor relationship for her pregnancy and is keeping appointments. As an additional example we track the steps clients take to complete goals. Our case manager will use her expertise, combined with client feedback and input from other service providers to evaluate effectiveness of services. Our case manager will be primarily responsible for ensuring that the right services are being provided. We will also solicit client input, as well as, input from other service providers. Client satisfaction surveys will be used in this process. We will also get input from the advisory board. Our case manager is primarily responsible for collecting client data using the forms provided in the PMI manual. Our case manager will also be doing the input into DAISEY.
Attach a Client Satisfaction Survey in the attachment section above
Did you attach a Client Satisfaction Survey?: Yes

A.2.1 - Develop a program evaluation process to ensure services are provided as proposed
Start Date:
End Date:
Attachments:

A.2.1.1 - Develop and use a client satisfaction survey
Start Date:
End Date:
Attachments:

A.2.1.2 - Develop and maintain program policies and procedures that are based on program standards and guidelines.
Start Date:
End Date:
Attachments:

A.2.2 - Create and maintain a functioning advisory group.
Start Date:
End Date:
Attachments:
Describe your PMI Advisory Group membership and frequency of meetings.: PMI Advisory Group: Mary Gliserman, WPC executive director Amanda Rodriquez, LMSW, PMI resource manager Ron Kelsey, WPC treasurer at least two WPC clients Meetings will be held at least semi-annually.

A.2.2.1 - Composition of the advisory group will reflect the community (race, ethnicity, SES)
Start Date:
End Date:
Attachments:
A.2.2.2 - Regular meetings will be held and minutes of the meeting kept
Start Date:
End Date:
Attachments:

B - Data and Information

B.1 - Measure program impact
Start Date:
End Date:
Attachments:
Describe your program goals, objectives and outcome measures.: Our annual goal is to serve 100 PMI clients. Many objectives will tie directly to achieving documented client goals. Outcomes will be measured by use of the completed PMI client forms and DAISEY.
How will you measure effectiveness of services, interventions and referral networks?: Our case manager tracks and follows through with clients to insure they are completing goals and meeting with the referrals we have given them. Clients are asked if they were helped by the referral organizations and our case manager follows up with the referral organizations.
How will you ensure services provided are those needed by clients?: Services received are compared to client goals to make sure identified needs are met. Clients are asked by our case manager as to whether the services provided by the referral organizations were beneficial. Our case manager also ensures that clients are receiving needed services.
Describe your plan for collecting and entering client information into DAISEY (KDHE approved data system), including who will collect the information and how it will be collected. If you plan to import data from another system, include the name of the system (Insight, Nightingale Notes, etc.): Our PMI case manager will be responsible for collecting data via PMI client forms and then entering the data into DAISEY.

B.1.1 - Develop an evaluation tool to measure program effectiveness
Start Date: 07/01/2016
End Date: 06/30/2017
Attachments:
B.1.1.1 - Gather and use data to plan and evaluate interventions and referral networks
Start Date:
End Date:
Attachments:
B.1.1.2 - Gather and use data to assess program impact
Start Date:
End Date:
Attachments:

D - Interventions to Improve Public Health

D.1 - Provide services to enable pregnant women to carry their pregnancies to term

Start Date:

End Date:

Attachments:

Describe services to be provided to pregnant women that will enable them to carry their pregnancies to term. Note the strategies and curriculums used and note whether or not they are evidence-based.: We provide a limited sonogram, pre-natal vitamins, and education in the actions/choices they need to make and follow during their pregnancy. We provide these services through our program, Women of Worth, meeting with clients on a regular basis, all at no charge to our clients. Curriculum in our Women of Worth program are evidence-based. By attending these meetings/trainings clients earn points to use on baby items, personal hygiene items, maternity clothing and other personal items. Besides the above benefits they also receive the personalized service of our case manager.

Describe the adoption services and pregnancy education to be provided as part of the program.: When a client is interested in adoption we have a referral adoption agency meet with our client at our location for their first meeting. We then coordinate with that agency on how to structure our program to fit the birth mother's needs to ensure a healthy pregnancy. We also use literature that helps the client consider and possibly choose the adoption option. We have taken training from an adoption agency so that we can address this decision better.

After the confirmation of pregnancy our program consists of the sonogram, visit with case manager, then one on one classes using videos, written information, questionnaires, and homework about the topic for that meeting. The program consists of education on the progression of the pregnancy and any needs that may come up during the meeting. We also cover the fetal development and labor and delivery process.

We have also purchased the March of Dimes "Becoming a mom" program to incorporate into our education.

Estimate the total number of pregnant women to be served during the grant period.: 100

> **D.1.1** - Assure that no individuals unable to pay will be denied pregnancy maintenance services
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> **Start Date:**
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> **End Date:**
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> **Attachments:**
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> > **D.1.1.1** - Have on file written protocols that clearly outline how the local pregnancy maintenance services are to be implemented
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> > **Start Date:**
> >
> > **End Date:**
> >
> > **Attachments:**

> **D.1.2** - Adoption services and pregnancy education will be part of the program
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> **Start Date:**
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> **End Date:**
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> **Attachments:**
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> > **D.1.2.1** - Case managers to attend adoption training class
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> > **Start Date:**
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> > **End Date:**
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> > **Attachments:**
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> > **D.1.2.2** - Provide plan for providing adoption as an option
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> > **Start Date:**
> >
> > **End Date:**
> >
> > **Attachments:**

| **D.1.2.3** - Provide adequate resources and referrals |
| **Start Date:** |
| **End Date:** |
| **Attachments:** |

| **D.2** - The program shall not perform, promote or refer for education in favor of abortion. |
| **Start Date:** |
| **End Date:** |
| **Attachments:** |
| **Can you provide assurances that the program will not perform, promote or refer for education in favor of abortion?:** Yes |
| **Select all counties to be served below** |
| **County:** Johnson; Leavenworth; Wyandotte |

| **D.2.1** - Provide assurances |
| **Start Date:** |
| **End Date:** |
| **Attachments:** |

E - Communications and Promotions

| **E.1** - Increase public awareness of services and generate buy in |
| **Start Date:** |
| **End Date:** |
| **Attachments:** |
| **How will you promote your Pregnancy Maintenance Initiative (PMI) services to the community?:** We conduct our marketing via Facebook, two websites, Every Door Direct Marketing, Yellow Pages, brochures, posters, mailings, email newsletter, etc. We also network with schools, churches and other community organizations.We advise our community partners of our PMI services. |
| **What are your planned outreach activities?:** We will continue to reach out to churches, schools and other community organizations. One of our outreach efforts was to attend the KDHE Northeast Regional Partner Meeting in 2015. We established new contacts with agencies that we met there and we expect increased collaboration with several of those agencies. |

| **E.1.1** - Promote services to community |
| **Start Date:** |
| **End Date:** |
| **Attachments:** |

| **E.1.2** - Planned outreach activities |
| **Start Date:** |
| **End Date:** |
| **Attachments:** |

| **E.1.3** - Target and recruit clients |
| **Start Date:** |
| **End Date:** |
| **Attachments:** |

F - Partnerships

F.1 - Collaborative partnerships with community providers

Start Date:

End Date:

Attachments:

Identify your key partners including community-based health, social service providers, and Maternal and Child Health (MCH). Describe how you collaborate to ensure needed services are provided.: Key Community partners:
Wyandotte County Health Department
Mercy and Truth
Project Eagle
Connections – provides services needed by clients outside of pregnancy needs that we provide.
Metro Lutheran – provides help in obtaining housing, employment and financial aid.
Catholic Charities - adoption services and other support services.
Doctors, including our medical director, Dr. Branden Mitchell – referrals for pregnancy care.

When referring for services outside the program, what are the processes for initial referrals and for follow-up after referral?: Referral Process: Our licensed case manager meets with the client to identify needed referrals and places them with agencies best suited to their needs. Some of our referrals are passive referrals because we hear nothing back from the referred agency. Many of our referrals are active referrals with ongoing contacts by phone calls, emails and possible visits with the referred agency. Our case manager meets with our clients to assess whether the referrals were beneficial to them.

> **F.1.1** - Build and maintain local partnerships
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> **Start Date:**
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> **End Date:**
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> **Attachments:**
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> > **F.1.1.1** - Develop and maintain collaborative partnerships with community providers of related services
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> > **Start Date:**
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> > **End Date:**
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> > **Attachments:**
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> > **F.1.1.2** - Develop referral sources for related services
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> > **Start Date:**
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> > **End Date:**
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> > **Attachments:**
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> > **F.1.1.3** - Track referrals made and outcomes of those referrals
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> > **Start Date:**
> >
> > **End Date:**
> >
> > **Attachments:**